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Approved For Release 2001/08/09 : CIA-RDP78-04608A000200010027-3

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Logistics Services Division

DATE: 28 May 1963

FROM : Chief, Building Services Branch

SUBJECT: Monthly Activity Report

A. PROJECTS AND STUDIES IN PROGRESS

1. Continuing effort to keep PTI material from accumulating in the Headquarters Building.

2. Establishing a neat, orderly, storage system in Headquarters is progressing slowly.

25X1A9a
25X1A

3. An observation team composed of [REDACTED] and [REDACTED] spent part of a day at [REDACTED] studying the operation of the [REDACTED] designed to destroy classified trash.

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25X1A
25X1A6a

4. Operational supply room, 6810 account inventory, is progressing, and should be completed by 1 June 1963.



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downgrading and
declassification

REPORTING SERVICE BUREAU--HONOLULU AND WASHINGTON FIELD

FOR THE PERIOD 26 April 63 24 May 63

DATE PREPARED 27 May 63

	DOCUMENTS	IN IN
REQUISITIONS PREPARED (FORM 88)	147	433
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	169	1,096
BACK ORDERED		0
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	3,575	14,592
BACK ORDERED		180
CSA REQUISITIONS PREPARED (FORM 1490)	10	146
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD	117	
RECEIVED	810	
PROCESSED	814	
PENDING	113	
TYPEWRITER REPAIR REQUESTS	85	
FURNITURE REPAIR REQUESTS	24	
ELECTRIC OFFICE MACHINE REPAIRS	604	
RECEIVING DOCUMENTS PROCESSED		
FORM 88	313	735
FORM 1490	298	798
FORM 17	92	94
OPERATIONAL SUPPLY ROOM		
FTI (FORM 1707)	24	45
LOAN REQUISITIONS (FORM 88)	54	87

PERSONNEL

TOTAL NUMBER OF PERSONNEL
SICK LEAVE USED
ANNUAL LEAVE USED
EMERGENCY LEAVE USED

256

111

0

25X9A2

25X1A1a

FUNDS BEGINNING
TOTAL NUMBER OF MEN
TOTAL HOURS WORKED 768
FUNDS REMAINING

\$1.40

5

25X1A1a